

23 August 1982

MEMORANDUM FOR: All OTE Personnel

FROM:

Director of Training and Education

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SUBJECT: Security Violations

1. Our security practices during the past few months have been very poor. The Office of Training and Education has had a significant increase in security violations. I consider any breach of security serious, but our performance in this time period has me very concerned. These violations have been caused in part by individual carelessness in the classification and safeguard of classified information and by the maintenance of cluttered and unkempt work areas.

2. I expect each unit and each individual to take immediate action to correct this problem. Where the security process is at fault, it must be changed, and where knowledge of classification and safeguarding procedures is lacking, that deficiency must be corrected. Offices and work areas, particularly the areas around safes must be kept clear and all books and materials properly stored. I cannot overstate the importance of the requirements of Executive Order 12356 and Agency classification requirements, especially the National Security Classification Guide and the Agency Information Security Program Handbook

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3. As a follow-on to your individual efforts, I will be instituting a program of visits by the OTE Security Officer to each unit. The purpose of these visits will be to review the security procedures being used and to educate all OTE employees in the particulars of building security and safeguarding and handling of classified information. Participation in these discussions will be mandatory.

4. Anyone having comments or ideas for improving our security process is invited to contact the OTE Security Officer on extension We must confront and correct this problem immediately.

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